

**INDIANA ATHLETIC TRAINERS BOARD
ATHLETIC TRAINER LICENSURE CHECKLIST**

Applying by Exam

1. Application (paper or online)
 2. \$55.00 application fee
 3. Verification of BOC examination (not BOC certificate)
 4. Official Transcripts with at least an Athletic Trainer's bachelor degree. Must be sent directly from the university to our office
 5. Criminal background check – Application must be received by the Professional Licensing Agency before you are able to complete the criminal background check
- If you answered “yes” to any personal background questions on the application, you will need to send in the following:
 1. A detailed statement over the incident and its outcome
 2. Copies of any court documents or official documents showing the incident's status.

Applying for a Temporary Permit

1. Application for Temporary Permit (paper or online)
 2. \$25.00 application fee
 3. Official Transcripts with at least an Athletic Trainer's bachelor degree. Must be sent directly from the university to our office
 4. Verification of Supervision form
 5. Verification of Employment form
 6. Verification of licensure
 7. Criminal background check – Application must be received by the Professional Licensing Agency before you are able to complete the criminal background check.
- **A temporary permit expires on the earliest of:**
 - 1.) the date the person holding the permit is issued a license;
 - 2.) the date the board disapproves the person's license application; or
 - 3.) ninety (90) days after the date of issuance.
 - If you answered “yes” to any personal background questions on the application you will need to send in the following:
 1. A detailed statement over the incident and its outcome
 2. Copies of any court documents or official documents showing the incident's status.

Applying by Endorsement

1. Application (paper or online)
2. \$55.00 application fee
3. Verification of BOC (not BOC certificate)
4. Official Transcripts with at least an Athletic Trainer's bachelor degree. Must be sent directly from the university to our office.
5. Criminal background check – Application must be received by the Professional Licensing Agency before you are able to complete the criminal background check.
6. Verification of licensure – We need verifications of licensure for all states you are currently licensed or have been licensed. All verifications must be sent directly to us from the state.
 - If you answered “yes” to any personal background questions on the application, you will need to send in the following:
 1. A detailed statement over the incident and its outcome
 2. Copies of any court documents or official documents showing the incident's status.

